

# LACTATION TIME REQUEST FORM

Directions: Complete and submit the request to your manager one month prior to you return from maternity leave.

Employee Information	
Employee Name	
Employee ID Number	
Location/ Department	
Position Title/ Grade	
Current Work Hours	
Lactation Information	
Date Returned From Maternity Leave	
Start Date for Lactation Breaks	
Daily Lactation Break Times	
End Date for Lactation Breaks (Approximate)	
Options to be Utilized for Non-Compensable Time (for US-19 and below, instructional assistants, hourly employees)	

\_\_\_\_\_  
Employee Name and Signature                      Date

\_\_\_\_\_  
Supervisor's Name and Signature                      Date



Office Benefit Services  
8115 Gatehouse Road  
Suite 2700  
Falls Church, VA 22042  
[lactationquestions@fcps.edu](mailto:lactationquestions@fcps.edu)



<http://www.fcps.edu/hr/benefits/wellness/lactation.shtml>

## Fairfax County Public Schools Lactation Support Program Toolkit

### SUMMARY

In recognition of the well documented health advantages of breastfeeding for infants and mothers, and in conjunction with section 4207 of the Patient Protection and Affordable Care Act (also known as Health Care Reform), Fairfax County Public Schools will provide a supportive environment to enable lactating employees "reasonable break times" and private, non-restroom locations, to express their milk during the work day for the first year of the child's birth. Fairfax County Public Schools subscribes to the following worksite support approach. This approach shall be communicated to current employees in various locations and included in new employee orientation training.

### Organizational Responsibilities

FCPS and its program managers will support lactating employees who choose to continue providing milk for their infants after returning to work and require assistance while in the workplace to achieve this goal. In support of this choice, the employee shall be provided:

### **Notification of FCPS Lactation Program**

FCPS program managers are responsible for adherence to the FCPS Lactation Support Program, and for negotiating policies and practices that will support the FCPS Lactation Support Program. To support this effort, pregnant FCPS employees will also receive an information packet from the FCPS Disability and Leaves Unit in the Office of Benefit Services soon after they deliver.

**FCPS Lactation Support Program information is also available on the HR Wellness and Office of Benefit Services websites.**

### **Lactation Breaks**

Breastfeeding employees are allowed to express milk during work hours using their normal breaks and meal times for the first year after the birth of their child. For nonexempt employees (US-19 and below, instructional assistants, and hourly employees), time required for lactation breaks is considered non compensable under the Fair Labor Standards Act. Employees in this category may utilize the following options to make up the time:

1. Employee may use a designated lunch period as a lactation break.
2. Employee's work schedule may be adjusted with approval of the principal/program manager within the workweek to make up the time.
3. Employee may use annual or personal leave for the time used.
4. Employee may opt for leave without pay for the time used. For additional questions, please contact [lactationquestions@fcps.edu](mailto:lactationquestions@fcps.edu).

### **A Designated, Private Space to Express Milk**

A private room or space (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The private room/space will be free from intrusion, sanitary, located near a sink with running water and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other private locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored either in a designated refrigerator, if the employee's site has one available, or in the employee's personal cooler.

### **Education and Information**

Educational information and materials are available on the [HR Wellness website](#) under Expecting Parents.

### Employee Responsibilities

#### **Communication with Supervisors**

Employees who wish to express milk during the work period shall complete a [Lactation Time Request form](#) to inform their manager of their needs at least one month before returning to work from their leave so that they can collaborate on appropriate scheduling to satisfy the needs of the employee and the department. Employees should also collaborate with their manager in advance if additional time beyond their normal breaks or lunchtime is needed to ensure continued coverage of their job responsibilities. The Lactation Request Form will be kept on file by the manager.

#### **Maintenance of Lactation Areas**

Employees requesting lactation breaks are responsible for keeping their personal areas clean and tidy for the next user by wiping surfaces and discarding any of their personal use items. Employees will be responsible for providing safe storage of their own breast pump equipment.

When more than one breastfeeding employee needs to use the designated lactation room, employees can use a sign-in log provided in the room to negotiate use times that are most convenient and best meet their needs.

#### **Milk Storage**

Each employee is responsible for proper storage of her milk using either an FCPS provided refrigerator, if one is available at their site or their own personal storage cooler if a designated refrigerator is not available. Breast milk should not be stored in a multi-use refrigerator to avoid contamination.

Further questions regarding this policy  
should be directed to  
[lactationquestions@fcps.edu](mailto:lactationquestions@fcps.edu)